



APPLICATION FOR MECHANICAL SUBMITTAL

Building Division

Community Development Center

231 NE 5th Street, McMinnville, OR 97128

(503) 434-7314 ♦ Fax (503) 474-4955

This permit is issued under OAR 918-440-0050.

Permits expire if work is not started within

180 days of issuance or if work is suspended for 180 days.

Applications may be obtained online at:

www.ci.mcminnville.or.us

1. Job Site Location:

Address: _____

2. Property Owner:

Name: _____

Mailing Address: _____

City/State/Zip: _____

3. Applicant:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone No.: _____

Signature: _____

4. Contractor Information:

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone No.: _____

CCB License No.: _____

Print Name: _____

Signature: _____

PROPERTY OWNER INFORMATION

This installation is being made on property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.

Signature: _____

Office Use Only

Permit No.: _____

Date Received: _____

CATEGORY OF CONSTRUCTION

☐ Residential

☐ Commercial/Industrial

Job Description: _____

*RESIDENTIAL FEE SCHEDULE

	Qty.	Cost	Total
Issuance of Permit		\$20.00	
Furnace/Burner to 100,000 BTU		\$13.25	
Furnace/Burner over 100,000 BTU		\$16.25	
Appliance Vent Separate		\$6.25	
**Heat Pump/Compressor to 3HP/100,000 BTU		\$13.15	
Heat Pump/Compressor 3 to 15 HP or 100,000 to 500,000 BTU		\$24.25	
Separate Air Handling Unit to 10,000 CFM		\$9.50	
Evaporative Cooler		\$9.50	
Vent Fan/Clothes Dryer Duct		\$6.50	
Vent System Apart from Htg. or A/C		\$9.50	
Range Hood		\$9.50	
Gas Piping (1-4 outlets, additional \$1 each)		\$5.50	
Unclassified Appliance or Equipment		\$9.50	
Wood Stove/Insert		\$9.50	

*COMMERCIAL FEE SCHEDULE

Enter total valuation of mechanical system and installation costs. \$

Total Valuation	Fee
\$1.00 to \$1,000	\$40
\$1,001 to \$5,000	\$40 for the first \$1,000 plus \$1.60 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 to \$10,000	\$104 for the first \$5,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$10,000.
\$10,001 to \$50,000	\$154 for the first \$10,000 plus \$9 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$514 for the first \$50,000 plus \$8 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 and up	\$914 for the first \$100,000 plus \$5 for each additional \$1,000, or fraction thereof

****Packaged Electric Equipment – Forced air units and packaged electric equipment with a total heating capacity greater than 20,000 BTU/h shall have a heat pump as the primary heating source.**

***12% State Surcharge is not included in the above fees.**

Payment accepted in Cash or Check

Commercial Mechanical Submittal Checklist

Applications must be filled out in their entirety and the following information must be provided to qualify as a complete submittal: (separate building and plumbing permits maybe required).

Documents

1. ☐ 2 sets of mechanical plans (if separate from building permit submittal).
2. ☐ 2 copies of structural calculations and drawings stamped by an Oregon registered engineer or architect for suspended or roof-top mechanical units exceeding 400 pounds. Include size, spacing, type, and span of supporting roof or floor members and supporting walls or columns.
3. ☐ 2 copies of equipment specifications (i.e., size, weight, CFM, BTU input, tonnage, horsepower, kW, SEER, EER rating of equipment).
4. ☐ 2 completed and signed copies of the U.S. Department of Oregon Energy Building Energy Codes Program – COMcheck Mechanical Forms at <http://www.energycodes.gov/comcheck/>

Supporting Information

- | | <u>Yes</u> | <u>N/A</u> | |
|-----|--------------------------|--------------------------|--|
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Equipment locations |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Location size and CFM of all new, moved, and/or removed supply and return air diffusers on the reflected ceiling plan. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Smoke and fire damper specifications and locations. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Gas piping diagram showing the developed length and sizes of pipe, all new and existing mechanical equipment served by the line and each of their BTU input demands. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Gas piping seismic bracing details for piping over one-inch. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Gas pressure to be used (i.e., ½ lb, 2 lb, or 5 lb). |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | How equipment access is provided. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Details for how suspended units are supported and braced against lateral (seismic movement). |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Roof top unit(s) anchorage to roof curb and roof curb to roof structure details. |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Ducts over six square feet bracing and support detail. |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Exhaust hood details (Type I and II) including hood size, metal gauge, construction, CFM, make-up air, shaft construction details, exhaust fan discharge clearances, fire suppression system, method of support for vertical and lateral (seismic) loads and type, location and clearances of appliances detailed. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Detection system located and specifications for automatic shut-down of HVAC units over 2000 CFM or serving more than one tenant. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Refrigeration systems location and specifications. |

RED LINES ARE NOT PERMITTED ON PLANS.

It is important that the above information provided is accurate to expedite the plan review process. If any of the applicable information for the mechanical permit application has not been provided, the application cannot be accepted as a complete submittal. A complete submittal will be reviewed within 15 working days.

I certify that the above information is correct, and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Signature of Applicant

Date